DOCUMENT RESUME

ED 374 813 IR 055 209

TITLE	Public Libraries Survey, FY 1992. Data Base Documentation.
INSTITUTION	National Center for Education Statistics (ED), Washington, DC.
PUB DATE	92
NOTE	55p.; For the report based on this survey, see IR 055 206. The machine-readable data file documented here is available from NCES and requires a DOS-based system with a minimum of 9 MB of available hard drive space (see Announcement NCES-94-030a appended).
PUB TYPE	Machine-Readable Data Files (MRDF) (102) -- Statistical Data (110)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Branch Libraries; *Databases; Financial Support; Interlibrary Loans; Library Circulation; Library Collections; *Library Statistics; Library Surveys; National Surveys; Nonprint Media; *Public Libraries; Reference Services; State Libraries
IDENTIFIERS	National Center for Education Statistics

ABSTRACT

The Public Libraries Survey has been conducted annually since 1988 by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The survey collects identifying information and basic data on public libraries (8946 in 1992) and their outlets in the United States; identifying information on library entities that provide public library services but do not meet the definition of a public library, (i.e., state library agencies, and systems, federations, and cooperative services); selected data on state library outlets; and a few data items on characteristics of the state data submission. The survey collects 33 basic data items and 11 identifying items on public libraries. Five files were generated from the survey: (1) the Public Library Data file; (2) the Public Library Outlet file; (3) the Public Library State Summary/State Characteristics File; (4) the Administrative Entities Only/State Libraries File; and (5) the State Library Outlet file. Included in the database documentation are a survey summary; file description; and record layouts. The appendixes include: the survey methodology; guidelines for processing the files; data entry screens; and data element definitions and instructions. (Author/JLB)

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ED 374 813

Data Base Documentation
Public Libraries Survey, FY 1992

Federal-State Cooperative System
for Public Library Data

U.S. Department of Education
National Center for Education Statistics

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PART I - SURVEY SUMMARY

A. TITLE

Public Libraries Survey, FY 1992

B. DESCRIPTION

The Public Libraries Survey is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The survey file includes 8,946 public libraries in the 50 states and the District of Columbia identified by the state library agencies. A total of 44 data items were collected for each library--33 basic data items and 11 library identification items. (The basic data items for multiple-outlet libraries are provided to NCES as aggregated data.) Included are the library's name, address, number of service outlets, number of full-time equivalent staff, operating income, operating expenditures, capital outlay, size of library collection, annual public service hours, attendance, number of reference transactions, total annual circulation transactions, number of interlibrary loans, circulation of children's materials, and children's program attendance. The survey also collected 12 data items on each public library outlet and state library agency outlet; 11 identifying items on state library agencies, federations, systems, and cooperatives; and 4 data items on characteristics of the state data submission.

C. SURVEY METHODOLOGY - See Appendix B.

1. UNIVERSE OR SAMPLE	2. RESPONDENTS	
Universe. See Appendix B-Survey Methodology, *The Universe*	8,946 public libraries	
3. DATE OF COVERAGE	**4. FREQUENCY OF SURVEY**	**5. RESPONSE RATE**
See Appendix B-Survey Methodology, *Reporting Period*	Annual	99.97 percent

6. HIGHLIGHTS

This is the fifth Public Libraries Survey under FSCS. Data were requested from public libraries in order to determine national totals.

D. RELATED STUDIES

1. SURVEYS

1988 Public Libraries Survey
1989 Public Libraries Survey
1990 Public Libraries Survey
1991 Public Libraries Survey

2. PUBLICATIONS

Public Libraries in Fourty-Four States and the District of Columbia: 1988 (Working paper and data file)

Public Libraries in 50 States and the District of Columbia: 1989 (E.D. TABS and data file)

Public Libraries in the U.S.: 1990 (E.D. TABS and data file)

Public Libraries in the U.S.: 1991 (E.D. TABS and data file)

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PART II - FILE DESCRIPTION

A. TITLE

Data Base Documentation, Public Libraries Survey, FY92

B. FILE NAME

README92.WP5

C. TAPE SERIAL NUMBER

D. TAPE STATUS

This WordPerfect 5 file contains the database documentation for the Public Libraries Survey, FY92, including the abstract, survey methodology, user guidelines for processing the data, record layouts, edit checks, data entry screens, and data element definitions and instructions.

E. STANDARD TAPE SPECIFICATIONS

1. NUMBER OF TRACKS	2. DENSITY
	3 1/2" disk, high density
3. PARITY	4. LABEL(S)

5. CODE CONVENTION

WordPerfect

F. FILE DIMENSIONS

1. RECORD LENGTH	2. RECORD FORMAT
80 column	WordPerfect
3. BLOCKING FACTOR	4. MAXIMUM BLOCK SIZE
1 record per block	80 column

5. RECORD COUNT

50 pages

G. SEQUENCE

N/A

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PART II - FILE DESCRIPTION

A. TITLE

Public Library Data File, FY92

B. FILE NAME

PUBLIB92.DBF

C. TAPE SERIAL NUMBER

D. TAPE STATUS

This dBASE file contains final edited data for 8,946 public libraries. (The file is available in ASCII format upon request.)

E. STANDARD TAPE SPECIFICATIONS

1. NUMBER OF TRACKS	2. DENSITY
	3 1/2" disk, high density
3. PARITY	4. LABEL(S)

5. CODE CONVENTION

dBASE

F. FILE DIMENSIONS

1. RECORD LENGTH	2. RECORD FORMAT
456	Fixed block
3. BLOCKING FACTOR	4. MAXIMUM BLOCK SIZE
1 record per block	456

5. RECORD COUNT

8,946 records

G. SEQUENCE

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PART II - FILE DESCRIPTION

A. TITLE

Public Library Outlet File, FY92

B. FILE NAME

PLOUT92.DBF

C. TAPE SERIAL NUMBER

D. TAPE STATUS

This dBASE file contains final edited data for 16,840 public library outlets. (The file is available in ASCII format upon request.)

E. STANDARD TAPE SPECIFICATIONS

1. NUMBER OF TRACKS	2. DENSITY
	3 1/2" disk, high density
3. PARITY	4. LABEL(S)

5. CODE CONVENTION

dBASE

F. FILE DIMENSIONS

1. RECORD LENGTH	2. RECORD FORMAT
175	Fixed block
3. BLOCKING FACTOR	4. MAXIMUM BLOCK SIZE
1 record per block	175

5. RECORD COUNT

16,840 records

G. SEQUENCE

PUB_FIPS

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PART II - FILE DESCRIPTION

A. TITLE

Public Library State Characteristics/State Summary File, FY92

B. FILE NAME

PLCHR92.DBF

C. TAPE SERIAL NUMBER

D. TAPE STATUS

This dBASE file contains final edited public library state summary/state characteristics data for 50 States and the District of Columbia. (The file is available in ASCII format upon request.)

E. STANDARD TAPE SPECIFICATIONS

1. NUMBER OF TRACKS	2. DENSITY
	3 1/2" disk, high density
3. PARITY	4. LABEL(S)

5. CODE CONVENTION

dBASE

F. FILE DIMENSIONS

1. RECORD LENGTH	2. RECORD FORMAT
374	Fixed block
3. BLOCKING FACTOR	4. MAXIMUM BLOCK SIZE
1 record per block	374

5. RECORD COUNT

51 records

G. SEQUENCE

PUB_FIPS

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PART II - FILE DESCRIPTION

A. TITLE

Administrative Entities Only/State Library File, FY92

B. FILE NAME

PLAOSL92.DBF

C. TAPE SERIAL NUMBER

D. TAPE STATUS

This dBASE file contains final edited data for 165 administrative entities only and state libraries. (The file is available in ASCII format upon request.)

E. STANDARD TAPE SPECIFICATIONS

1. NUMBER OF TRACKS	2. DENSITY
	3 1/2" disk, high density
3. PARITY	4. LABEL(S)

5. CODE CONVENTION

dBASE

F. FILE DIMENSIONS

1. RECORD LENGTH	2. RECORD FORMAT
180	Fixed block
3. BLOCKING FACTOR	4. MAXIMUM BLOCK SIZE
1 record per block	180

5. RECORD COUNT

165 records

G. SEQUENCE

PUB_FIPS

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PART II - FILE DESCRIPTION

A. TITLE

State Library Outlet File, FY92

B. FILE NAME

SLOUT92.DBF

C. TAPE SERIAL NUMBER

D. TAPE STATUS

This dBASE file contains final edited data for 14 state library outlets. (The file is available in ASCII format upon request).

E. STANDARD TAPE SPECIFICATIONS

1. NUMBER OF TRACKS	2. DENSITY
	3 1/2" disk, high density
3. PARITY	4. LABEL(S)

5. CODE CONVENTION

dBASE

F. FILE DIMENSIONS

1. RECORD LENGTH	2. RECORD FORMAT
175	Fixed block
3. BLOCKING FACTOR	4. MAXIMUM BLOCK SIZE
1 record per block	175

5. RECORD COUNT

14 records

G. SEQUENCE

PUB_FIPS

OERI FORM 27, 1/86 REPLACES NCES FORM 2411

See notes at end of record layout.

Variable name	Field length	Record position	Data type	Description
LIBID	20	001-020	A	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field (see positions 445-450) if the state did not assign a code.
LIBNAME	45	021-065	A	Name of library.
ADDRESS	35	066-100	A	Street address of library.
CITY	17	101-117	A	City or town of library.
ZIP1	05	118-122	A	Standard five-digit postal zip code.
ZIP2	04	123-126	A	Four-digit postal zip code extension.
PHONE	10	127-136	A	Telephone number, in following format: area code/exchange/number (for example, 7037315072).
POPU	09	137-145	N	Population of the Legal Service Area.
				SERVICE OUTLETS
CENTLIB	03	146-148	N	Number of central libraries.
BRANLIB	03	149-151	N	Number of branch libraries.
BKMOB	03	152-154	N	Number of bookmobiles.
				FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	09	155-163	N	Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	09	164-172	N	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	10	173-182	N	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	10	183-192	N	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
				OPERATING INCOME
LOCGVT	09	193-201	N	Operating income from local government.
STGVT	09	202-210	N	Operating income from state government.
FEDGVT	09	211-219	N	Operating income from federal government.
OTHINCM	09	220-228	N	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT).
TOTINCM	10	229-238	N	Total income (includes LOCGVT, STGVT, FEDGVT, AND OTHINCM).
				OPERATING EXPENDITURES

Variable name	Field length	Record position	Data type	Description
SALARIES	09	239-247	N	Salaries and wages for all library staff.
BENEFIT	09	248-256	N	Employee benefits for all library staff.
TOTEXP	09	257-265	N	Total staff expenditures (includes SALARIES and BENEFIT).
TOTEXPCOL	09	266-274	N	Total expenditures on library collection.
OTHOPEXP	09	275-283	N	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL).
TOTOPEXP1	10	284-293	N	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP).
				CAPITAL OUTLAY EXPENDITURES
CAPITAL	09	294-302	N	Expenditures for capital outlay.
				LIBRARY COLLECTION
BKVOL	09	303-311	N	Number of books and serial volumes.
AUDIO	09	312-320	N	Number of audio materials.
FILM	09	321-329	N	Number of films.
VIDEO	09	330-338	N	Number of video materials.
SUBSCRIPT	09	339-347	N	Number of current serial subscriptions.
				PUBLIC SERVICE HOURS
DUPLI	08	348-355	N	Total annual public service hours for all outlets of the public library.
				LIBRARY SERVICES
ATTEND	09	356-364	N	Annual attendance in library. Note: Library attendance is also referred to as library visits in suvey reports.
REFERENCE	09	365-373	N	Number of annual reference transactions.
				CIRCULATION
TOTCIR	09	374-382	N	Total annual circulation transactions.
				INTER-LIBRARY LOANS
LOANTO	06	383-388	N	Annual number of loans to other libraries.
LOANFM	06	389-394	N	Annual number of loans from other libraries.
				CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE
KIDCIRCL	09	395-403	N	Total circulation (including renewals) of children's materials in all formats to all users.
KIDATTEND	09	404-412	N	Total attendance at programs intended primarily for children. Includes adults who attend programs intended primarily for children.
C_RELATN	02	413-414	A	Library System Relationship Code

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Variable name	Field length	Record position	Data type	Description
				HQ - Headquarters of a system (federation) NO - Not part of a system (federation) SP - System (federation) member that receives and provides system services. SR - System (federation) member that receives system services. OT - Other
C_LEGBASE	02	415-416	A	Legal Basis Code CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NP - Non-profit Association or Agency SC - School District SL - State Library Agency SD - Special Library District (authority, board, or commission) SP - Combined School Media Center/Public Library AP - Combined Academic/Public Library UK - Unknown
C_ADMIN	02	417-418	A	Administrative Structure Code SO - Single Outlet Administrative Entiy MO - Multiple Outlet Administrative Entiy (is an outlet) MA - Multiple Outlet Administrative Entity (is not an outlet) AO - Administrative Entity Only
CNTY	17	419-435	A	County of library.
POPU_UNDUP	09	436-444	N	Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area to the state's total population of legal service areas, and applying the ratio to the state's UNDUPLICATED population of legal service areas.
FSCSKEY	06	445-450	A	Library identification code assigned by NCES.
STABR	02	451-452	A	Post Office state abbreviation code. See Appendix D for list of State Codes.
PUB_FIPS	02	453-454	A	Two-digit FIPS State Code. See Appendix D for list of FIPS State Codes.
YR	02	455-456	A	FSCS submission year of public library data.

NOTES:

1. The Public Library Data File (PUBLIB92.DBF) was generated from the Administrative Entity File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
   N = Numeric field. Only the digits 0-9 are allowed.
   A = Alpha character field; may include digits 0-9.
3. Data fields with -1 indicate nonresponse (used in numeric and alpha character fields).

Record Layout for Public Library Outlet File, Fiscal Year 1992

See notes at end of record layout.

Variable name	Field length	Record position	Data type	Description
K_DECTOP	06	001-006	A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ (see positions 167-169). Note: The K_DECTOP code is the same as the FSCSKEY code on the Public Library Data File.
LIB_CODE	20	007-026	A	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027-071	A	Name of outlet.
LIB_ADDR	35	072-106	A	Complete street address of outlet.
LIB_CITY	17	107-123	A	City or town of outlet.
LIB_ZIP	05	124-128	A	Standard five-digit postal zip code for the street address or mailing address of outlet.
LIB_ZIP4	04	129-132	A	Four-digit postal zip code extension for the street address or mailing address of outlet.
LIB_PHONE	10	133-142	A	Telephone number of the outlet, in following format: area code/exchange/ number (for example, 7037315072).
LIB_CNTY	17	143-159	A	County of outlet.
C_OUT_TYP	02	160-161	A	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile Service
C_MSA	02	162-163	A	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area UK - Unknown
C_SER_POP	01	164	A	Population of the Legal Service Area by Outlet A - 1-999 B - 1,000-2,499 C - 2,500-4,999 D - 5,000-9,999 E - 10,000-24,999 F - 25,000-49,999 G - 50,000-99,999 H - 100,000-249,999 I - 250,000-499,999 J - 500,000 or more U - Unknown

LIB_NUM_BM	02	165-166	N	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP in positions 160-161.)
K_SEQ	03	167-169	A	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES (see positions 001-006).
STABR	02	170-171	A	Two-character Post Office State Code for the outlet. See Appendix D for list of Post Office State Codes.
PUB_FIPS	02	172-173	A	Two-digit FIPS State Code. See Appendix D for list of FIPS State Codes.
YR	02	174-175	A	FSCS submission year of public library data.

NOTES:

1. The Public Library Outlet File (PLOUT92.DBF) was generated from the Outlet File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
   N = numeric field. Only the digits 0-9 are allowed.
   A = Alpha character field; may include digits 0-9.
3. Data fields with -1 indicate nonresponse (used in numeric and alpha character fields).

Record Layout for Public Library State Summary/State Characteristics File
Fiscal Year 1992

See notes at end of record layout.

Variable name	Field length	Record position	Data type	Description
POPU	11	001-011	N	Population of the Legal Service Areas.
				SERVICE OUTLETS
CENTLIB	05	012-016	N	Number of central libraries.
BRANLIB	05	017-021	N	Number of branch libraries.
BKMOB	05	022-026	N	Number of bookmobiles.
				FULL-TIME EQUIVALENT (FTE) PAID STAFF
MASTER	11	027-037	N	Number of FTE paid librarians with a Master of Library Science degree from an American Library Association (ALA) accredited program. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
LIBRARIAN	11	038-048	N	Total number of FTE employees holding the title of librarian. This field consists of 6 integers and 2 decimals, with an explicit decimal point.
OTHPAID	12	049-060	N	All other paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
TOTPEMP	12	061-072	N	Total paid FTE employees. This field consists of 7 integers and 2 decimals, with an explicit decimal point.
				OPERATING INCOME
LOCGVT	11	073-083	N	Operating income from local government.
STGVT	11	084-094	N	Operating income from state government.
FEDGVT	11	095-105	N	Operating income from federal government.
OTHINCM	11	106-116	N	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT).
TOTINCM	12	117-128	N	Total income (includes LOCGVT, STGVT, FEDGVT, AND OTHINCM).
				OPERATING EXPENDITURES

Variable name	Field length	Record position	Data type	Description
SALARIES	11	129-139	N	Salaries and wages for all library staff.
BENEFIT	11	140-150	N	Employee benefits for all library staff.
TOTEXP	11	151-161	N	Total staff expenditures (includes SALARIES and BENEFIT).
TOTEXPCOL	11	162-172	N	Total expenditures on library collection.
OTHOPEXP	11	173-183	N	Other operating expenditures (i.e., expenditures not included in TOTEXP and TOTEXPCOL).
TOTOPEXP1	12	184-195	N	Total operating expenditures (includes TOTEXP, TOTEXPCOL, and OTHOPEXP).
				CAPITAL OUTLAY EXPENDITURES
CAPITAL	11	196-206	N	Expenditures for capital outlay.
				LIBRARY COLLECTION
BKVOL	11	207-217	N	Number of books and serial volumes.
AUDIO	11	218-228	N	Number of audio materials.
FILM	11	229-239	N	Number of films.
VIDEO	11	240-250	N	Number of video materials.
SUBSCRIPT	11	251-261	N	Number of current serial subscriptions.
				PUBLIC SERVICE HOURS
DUPLI	10	262-271	N	Total annual public service hours for all outlets of the public library.
				LIBRARY SERVICES
ATTEND	11	272-282	N	Annual attendance in library.
REFERENCE	11	283-293	N	Number of annual reference transactions.
				CIRCULATION
TOTCIR	11	294-304	N	Total annual circulation transactions.
				INTER-LIBRARY LOANS
LOANTO	08	305-312	N	Annual number of loans to other libraries.

Variable name	Field length	Record position	Data type	Description
LOANFM	08	313-320	N	Annual number of loans from other libraries.
				CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE
KIDCIRCL	09	321-329	N	Total circulation (including renewals) of children's materials in all formats to all users.
KIDATTEND	09	330-338	N	Total attendance at programs intended primarily for children. Includes adults who attend programs intended primarily for children.
PERIOD_POP	10	339-348	N	Total unduplicated population of legal service areas. Note: This is a state-reported figure (data item 5A on the State Characteristics data entry screen).
PERIOD_EST	10	349-358	N	Official state total population estimate.
PERIOD_PSM	05	359-363	A	Reporting period starting date, in following format: month/year (for example, 07/91).
PERIOD_PEM	05	364-368	A	Reporting period ending date, in following format: month/year (for example, 06/92).
STABR	02	369-370	A	Two-character Post Office State Code. See Appendix D for list of Post Office State Codes.
PUB_FIPS	02	371-372	A	Two-digit FIPS State Code. See Appendix D for list of FIPS State Codes.
YR	02	373-374	A	FSCS submission year of public library data.

NOTES:

1. The Public Library State Summary/State Characteristics File (PLCHR92.DBF) is generated from the Administrative Entity File and State characteristics data of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:

   N = Numeric field. Only the digits 0-9 are allowed.

   A = Alpha character field; may include digits 0-9.
3. Data fields with -1 indicate nonresponse (used in numeric and alpha character fields).

Record Layout for Administrative Entities Only/State Library File, Fiscal Year 1992

See notes at end of record layout.

Variable name	Field length	Record position	Data type	Description
LIBID	20	001-020	A	Administrative Entity Only/State Library identification code assigned by the state. NCES assigns the FSCSKEY to this field (see positions 169-174) if the state does not assign a code.
LIBNAME	45	021-065	A	Name of library.
ADDRESS	35	066-100	A	Street address of library.
CITY	17	101-117	A	City or town of library.
ZIP1	05	118-122	A	Standard five-digit postal zip code.
ZIP2	04	123-126	A	Four-digit postal zip code extension.
PHONE	10	127-136	A	Telephone number, in following format: area code/exchange/number (for example, 7037315072).
POPU	09	137-145	N	Population of the Legal Service Area.
C_RELATN	02	146-147	A	Library System Relationship Code HQ - Headquarters of a system (federation) NO - Not part of a system (federation) SP - System (federation) member that receives and provides system services. SR - System (federation) member that receives system services. OT - Other
C_LEGBASE	02	148-149	A	Legal Basis Code CI - Municipal government (city, town, or village) CO - County/Parish MJ - Multi-jurisdictional NP - Non-profit Association or Agency SC - School District SL - State Library Agency SD - Special Library District (authority, board, or commission) SP - Combined School Media Center/Public Library AP - Combined Academic/Public Library UK - Unknown
C_ADMIN	02	150-151	A	Administrative Structure Code SO - Single Outlet Administrative Entiy MO - Multiple Outlet Administrative Entiy (is an outlet)

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Variable name	Field length	Record position	Data type	Description
				MA - Multiple Outlet Administrative Entity (is not an outlet)
				AO - Administrative Entity Only
CNTY	17	152-168	A	County of library.
FSCSKEY	06	169-174	A	Administrative Entity Only/State Library identification code assigned by NCES.
STABR	02	175-176	A	Post Office state abbreviation code. See Appendix D for list of State Codes.
PUB_FIPS	02	177-178	A	Two-digit FIPS State Code. See Appendix D for list of FIPS State Codes.
YR	02	179-180	A	FSCS submission year of public library data.

NOTES:

1. The Administrative Entities Only\State Library File (PLAOSL.DBF) was generated from the Administrative Entity File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
   N = Numeric field. Only the digits 0-9 are allowed.
   A = Alpha character field; may include digits 0-9.
3. Data fields with -1 indicate nonresponse (used in numeric and alpha character fields).

Record Layout for State Library Outlet File, Fiscal Year 1992

See notes at end of record layout.

Variable name	Field length	Record position	Data type	Description
K_DECTOP	06	001-006	A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same K_DECTOP code as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called K_SEQ (see positions 167-169). Note: The K_DECTOP code is the same as the FSCSKEY code on the Administrative Entities Only/State Library File.
LIB_CODE	20	007-026	A	Outlet identification code assigned by the state. NCES assigns the K_DECTOP code to this field if the state did not assign a code.
LIB_NAME	45	027-071	A	Name of outlet.
LIB_ADDR	35	072-106	A	Complete street address of outlet.
LIB_CITY	17	107-123	A	City or town of outlet.
LIB_ZIP	05	124-128	A	Standard five-digit postal zip code for the street address or mailing address of outlet.
LIB_ZIP4	04	129-132	A	Four-digit postal zip code extension for the street address or mailing address of outlet.
LIB_PHONE	10	133-142	A	Telephone number of the outlet, in following format: area code/exchange/ number (for example, 7037315072).
LIB_CNTY	17	143-159	A	County of outlet.
C_OUT_TYP	02	160-161	A	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile Service
C_MSA	02	162-163	A	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area
C_SER_POP	01	164	A	Population of the Legal Service Area by Outlet A - 1 - 999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more

Variable name	Field length	Record position	Data type	Description
				U - Unknown
LIB_NUM_BM	02	165-166	N	Number of bookmobiles in the Bookmobile Service. (See C_OUT_TYP in positions 160-161.)
K_SEQ	03	167-169	A	Outlet's unique three-digit suffix to K_DECTOP code, assigned by NCES (see positions 001-006).
STABR	02	170-171	A	Two-character Post Office State Code for the outlet. See Appendix D for list of Post Office State Codes.
PUB_FIPS	02	172-173	A	Two-digit FIPS State Code. See Appendix D for list of FIPS State Codes.
YR	02	174-175	A	FSCS submission year of public library data.

NOTES:

1. The State Library Outlet File (SLOUT92.DBF) is generated from the Outlet File of DECPLUS, the electronic survey and source of the raw data.
2. In the record layout:
   N = Numeric field. Only the digits 0-9 are allowed.
   A = Alpha character field; may include digits 0-9.
3. Data fields with -1 indicate nonresponse (used in numeric and alpha character fields).

Appendix A-Abstract

The Public Libraries Survey is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The survey collects identifying information and basic data on public libraries and their outlets in the 50 States and the District of Columbia; identifying information on library entities that provide public library services but do not meet the definition of a public library, (i.e., state library agencies, and systems, federations, and cooperative services); selected data on state library outlets; and a few data items on characteristics of the state data submission.[1]

The reporting unit for survey data is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may have a single outlet (for example, a public library with no branch outlet); multiple outlets; or it may be administrative only and have no public library service outlets (i.e., a system, federation, or cooperative service).

The survey collects 33 basic data items and 11 identifying items on public libraries. The basic data items include population of legal service area, number of full-time equivalent staff, number of outlets, size of collection, operating income, operating expenditures, capital outlay, and annual counts of circulation, reference transactions, library attendance, public service hours, interlibrary loans, circulation of children's materials, and children's program attendance. Identifying information includes the entity's name, address, telephone number, county, interlibrary relationship, type of governance, and type of administrative structure. The basic data for a multiple-outlet library are provided to NCES as aggregated data. However, the survey also collects 12 data items on each public library outlet (and state library outlet). These items include type of outlet, metropolitan location, population of legal service area, and number of bookmobiles in each bookmobile service. The survey collects 11 identifying items on state library agencies, federations, systems, and cooperatives. Finally, 4 data items are collected on characteristics of the state data submission, such as the fiscal year reporting period and the total unduplicated population of legal service areas for the state.

Five files were generated from the Public Libraries Survey for fiscal year 1991-92: 1) the Public Library Data File, which includes data for the universe of 8,946 public libraries identified by state library agencies; 2) the Public Library Outlet File, including 16,840 public library outlets (central/main, branches, and bookmobiles); 3) the Public Library State Summary/State Characteristics File, including a) data aggregated at the state level from the Public Library Data File, and b) state characteristics data; 4) the Administrative Entities Only/State Library File, including 165 state libraries and other administrative entities, and 5) the State Library Outlet File, including 14 state library outlets.

State Data Coordinators appointed by the Chief Officer of the State Library Agency submit the data to NCES on an electronic survey form known as DECPLUS. The survey is voluntary. NCES conducts the survey in fulfillment of its legislative mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States and in other nations."--Section 406(b) of the General Education Provisions Act, as amended (20 U.S.C. 1221e-1).

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[1]See page 25 of the Survey Methodology for the definition of public library.

Appendix B-Survey Methodology

Introduction

This data diskette contains state FY 92 data for 8,946 public libraries in 50 states and the District of Columbia, 16,840 public library service outlets, 165 state libraries and other administrative entities, 14 state library service outlets, and 51 state summary records. In six states, some public libraries reported data for state FY 91. The Public Library Survey is conducted annually by NCES through the Federal-State Cooperative System (FSCS) for Public Library Data. These data were collected under the fifth annual census in July of 1993.

The survey collected 33 basic data items and 11 identification items about each public library. The basic data items include data on population of legal service area, service outlets, staffing, operating income and expenditures, capital outlay, size of collection, annual public service hours for outlets, and service measures such as reference transactions, interlibrary loans, circulation, library visits, circulation of children's materials and children's program attendance. The identification items include name, address, phone, county, interlibrary relationship, type of governance, and type of administrative structure. FSCS also collected 12 data items about public library service outlets. These items included type of outlet, their metropolitan location, their population of legal service area, and number of bookmobiles in each bookmobile service. The survey collected 11 identifying items on some state library agencies and federations, systems, and cooperatives. Finally 4 basic data items were collected on characteristics of the state's data submission, such as reporting period starting and ending dates, official state total population estimate, and total unduplicated population of the legal service area. Appendix C provides user guidelines for processing the public library survey data and Part II contains Record Layouts for each of the 5 files on the diskette.

FSCS is a cooperative system through which states submit individual public library data to NCES on a voluntary basis. At the state level, FSCS is administered by State Data Coordinators, each one appointed by the Chief Officer of the State Library Agency. The State Data Coordinator collects the requested data from local public libraries and submits these data to NCES. In the 1993 submission year, all 50 states and the District of Columbia submitted data.

Terminology Used to Describe the Structures and Relationships within and among Public Libraries on this Diskette

This census collects identifying information for and/or data about administrative entities and public library service outlets. The structure among public libraries and their outlets is described below.

Administrative entities. An administrative entity is the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may be administrative only and have no public library service outlets, it may have a single outlet, or it may have more than one outlet. These types of administrative structures for public libraries are identified by data element 7C "Administrative Structure Code" on the Administrative Entity file.

Public libraries. Public Libraries are one of the three types of administrative entities, described above, and the focus of this data collection. See page 25 for the definition of a public library. For purposes of this diskette, the term public library means a public library that is an administrative entity.

Public library service outlets. Public libraries can have one or more service outlets. The three types of public library service outlets identified on this diskette are central library outlets, branch library outlets, and bookmobile outlets. See Appendix F, Administrative Entity Data Element Definitions and Instructions for definitions of these terms.

State library agencies. State library agencies are one of the three types of administrative entities identified above. A state

library agency is the agency within each of the states and territories authorized to develop library services in the state. It may also provide direct services to the public. Some state library agencies also have service outlets.

System, federation, or cooperative service. These are one of the three types of administrative entities described above. A system, federation, or cooperative service is an autonomous library joined by formal or informal agreement(s) with other autonomous libraries to perform various services cooperatively, such as resource sharing, communications, etc. Under FSCS, although a public library may have the word "system" in its legal name, it does not identify itself as a headquarters of or a member of a system, federation or cooperative service, unless it has an agreement with another autonomous library. These agreements can be with other public libraries or with other types of libraries, such as school or academic libraries.

The Universe

The respondents for this voluntary census were the 8,946 public libraries identified in the 50 states and the District of Columbia, by state library agencies. Data were not systematically collected from public libraries on Indian reservations. Data were not collected from military libraries that provide public library services or from libraries that serve the residents of institutions because FSCS considers these to be special libraries.
In the prior year's data, FY 1991, 9,050 public libraries were reported. This apparent decrease of 104 public libraries from FY 1991 to FY 1992 is mostly explained by changes in two states. In the states of Arizona and Tennessee a number of public libraries previously reported separately were merged.

Data Collection and Use of Technology

Data requested by the FSCS are usually only part of the data most states collect from their local public libraries. Generally, states collect these data using paper forms, rather than in machine readable form.

For reporting to NCES, State Data Coordinators used version 1.0 of a personal computer software, known as DECPLUS. DECPLUS merged the collection of items under its predecessor DECTOP with the capabilities of collecting additional public library universe data. States used DECPLUS to report data for the public library universe including identifying information for each public library and, for the first time, their service outlets. States also used DECPLUS for direct data entry (from questionnaires used with their public libraries) and/or to assemble their existing machine readable data in a given format (e.g. Lotus 1-2-3, dBASE, or ASCII). States also used DECPLUS to edit their data (including making historical comparisons, checking for mathematical accuracy and for missing and out-of-range data) before submitting them to NCES on diskette. DECPLUS was then used by NCES to merge files
from all 50 states and the District of Columbia, edit them, and produce the tables for NCES' annual E.D. TABS.[2]

Follow-up and Editing

NCES has a permanent system for internal (state) and external (NCES) review of FSCS data entry and of the editing process. Prior to data submission, NCES, its contractors, and members of the FSCS Steering Committee provided technical assistance to states. Some pre-editing of local public library data was completed by some State Data Coordinators.

State level. During data entry, DECPLUS automatically performed error checks and provided error messages and warnings to the user. The user was alerted to five main types of errors based on predetermined criteria. The first type, relational errors indicated that two or more related data elements were inconsistent. These included, for example, "Total Operating Expenditures" being less than 75 percent of "Total Operating Income" or "ALA-MLS" being greater than "Total Librarians." The second type were out-of-range error messages (e.g., "Average Public Service Hours per Outlet per week is less than 10").

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[2]Public Libraries in the United States, 1992. Washington, DC, 1994.

In the third type of error, DECPLUS automatically checked reported totals by summing particular sections during data entry, to verify that totals were correct. The fourth error check was that DECPLUS alerted the user if an item was left blank.

States could also perform the four types of error checks above after data entry, by generating an error listing. In addition, DECPLUS performed a fifth error check, the automatic historical check. This step compared changes in data reported for certain data elements between the current (1993) and previous (1992) FSCS submission years. Changes outside an acceptable range were identified. Other features of DECPLUS enabled states to generate a short summary of their state's data and up to 16 tables showing their state's data by population ranges. States could also generate up to 13 single library tables, showing data for individual public libraries. For additional information on editing, see Appendix E, which provides listings of DECPLUS software data error messages and historical data check criteria. These DECPLUS features allowed states to review and correct their data before submitting them to NCES. After State Data Coordinators prepared the FSCS submissions, Chief Officers of State Library Agencies signed forms authorizing their state's submission. The 1993 FSCS submission was due on 7/31/93. From August to October 1993, NCES systematically performed nonresponse followup of states.

National level. NCES staff conducted three major data editing operations, working directly with State Data Coordinators and the FSCS Steering Committee. Prior to data collection, NCES sought assistance from the FSCS Steering Committee in contacting states to resolve specific issues that had been raised during the NCES review of the prior year's data. The purpose was to assure that these data quality issues did not recur. Throughout the data collection and nonresponse followup period, as states' submissions were received, NCES ran DECPLUS edits (the same error and historical checks described above) and in cases where errors were suspected mailed the results to each state for verification, correction and comment. This effort highlighted data quality issues for states. The last state's data submission was received in October 1993. After the files for the 50 states and the District of Columbia were merged, preliminary ED tabulations were run and reviewed by NCES and the FSCS Steering Committee in October and early November 1993. This review included a comparison of the merged file against a number of Statistical Analysis System (SAS) runs, and a check of the tables for programming errors. It also included an item by item comparison of current and previous year data. In November 1993 NCES provided each State Data Coordinator written comments from the reviews described above plus his/her own state's data in tabular form, for correction, comment, and final review prior to publication.

Finally, NCES staff, with the assistance of Dr. E. Walter Terrie of the Center for Study of Population, Florida State University, performed systematic analysis of missing entries and data "outliers." In addition, NCES checked the data again for programming errors and reviewed the corrections provided by states in their final review. The last state submitted its final corrections in late January 1994.

Response

Unit Response. Of the 8,946 public libraries identified by the states, for 2 public libraries, some identifying information was provided, but zero or no data were provided for population of the legal service area and/or most of the data items. Note that these 2 public libraries are included among the 8,946 on the diskette.

Item Response. Some public libraries did not respond to all the FSCS data elements requested by their states. In general, item response rates have increased from 1991 to 1992. NCES guidelines note that variables with more than 30 percent missing data should not be used in analysis. For nationwide totals, response rates did not fall below 70 percent for any variable. For statewide totals, there are some instances in which response rates fell below 70 percent and these data should be used with caution, as discussed below.

Caveats for Using these Data

Using the Data to Make Comparisons. Estimates of totals, averages and ratios depend significantly on the impact of nonresponse. Thus, unless the response rate to a particular item was 100 percent, totals can be underestimated. The effect of non-response on averages is less predictable since bias in averages depends on the distribution of non-responding libraries on the item in question. The data user is urged to take response rates into account when making inferences or forming conclusions.

In computing ratios of one data element to another, only data for those public libraries responding to both data elements should be used in the computation. The number of public libraries responding to both data elements may be different from the number responding to the individual data elements.

Because of variable response rates among states, and, as detailed below, differences in reporting periods and definitions used by states, comparisons across categories, states, or with previously published data should be made with caution. For example, because response rates for 1992 data were higher than those for 1989, 1990, or 1991, totals in 1992 will generally be larger than comparable totals in 1989, 1990, or 1991, due simply to an increase in the number of public libraries reporting.

While not a state, the District of Columbia is included among the data. Special care should be used in making comparisons, however.

Reporting Period. One methodological issue in using these data is the time period covered by the data. The FSCS definition for reporting period used in this data collection was data for a 12-month period whose fiscal year ended in 1992. This definition accommodates the different reporting periods within some states and among states. There were 9 different reporting periods used by states for these 1992 data. Collectively, these spanned a 2-year time period (January 1, 1991-December 1992). These reporting periods are provided in the table below, along with the names of states that reported under each time period.

Eight states provided 12 months of data for each public library, that covered a 16-19 month time span. One state provided 12 months of data for each public library, that covered a 23-month time span. Because of the lack of a consistent time period it is recommended that the data user exercise caution in comparing data between individual states.

States by Reporting Date

01/91 - 08/92	07/91 - 06/92	10/91 - 09/92	01/92 - 12/92	Other
NE	AK MT	AL	CO	ME (03/91 - 06/92)
VT	AZ NV	DC	IN	MI (01/91 - 09/92)
	AR	FL		
	CA	ID	KS	TX (02/91 - 12/92)
	CT NC NM	MS	LA	UT, NH, NY (7/91-12/92)
	DE OK		MN MO	
	GA OR RI		NJ	
	HI SC			
	IA IL TN		ND	PA I/91-6/92
	KY VA		OH	
	MD WV		SD	
	MA WY		WA	
			WI	

Data Element Definitions

This census collected data on 44 data elements about each public library, including 33 basic data items and 11 identification items. FSCS also collected 12 data items about public library service outlets, including 5 basic data items and 8 identification items. In addition, state libraries responded to 4 basic data items concerning their FSCS submissions. The FSCS data element definitions for this data collection are shown in Appendix F- State Characteristics Data Element Definitions and Instructions; Administrative Entity Data Element Definitions and Instructions; and Outlet Data Element Definitions and Instructions.

The data element definitions actually used by some states in collecting data from their public libraries, however, may not be consistent with FSCS data element definitions. A subcommittee of the FSCS Steering Committee is working on consistency of definitions among states.

Public Library Definition. The FSCS definition of a public library for this data collection was: "A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule. For purposes of the FSCS data collection, however, state law prevails in the determination of a public library and not all states' definitions are the same as the FSCS definition.

Library visits and reference transactions. Public libraries provided annual counts for library visits and reference transactions if they were available. Otherwise, annual estimates were provided, based on a count taken during a typical week in October, multiplied by 52. Thus, the values reported for library visits and reference transactions may represent actual tallies or they may be estimates. For more information see Appendix F - Administrative Entity Data Element Definitions and Instructions.

Population of the Legal Service Area. There are significant methodological differences in the ways states calculate both duplicated and unduplicated population of the legal service areas, and their Official State Total Population Estimates. The time periods for which these population counts are made also varies.

Another methodological issue is that the calculated total for "Population of the Legal Service Areas" of public libraries in a state may, in some cases exceed the state's population. This is because adjacent libraries may count the same population. For example, a county library and a city library within the county may both receive income from the same city, so both may serve and count the same population. Therefore, because the same population has been counted twice, calculated totals for reported "Population of the Legal Service Areas" by state or for the nation may exceed their actual populations. For this reason, each state library agency was asked to provide "Total Unduplicated Population of the Legal Service Areas" that receive public library service. The populations of unserved areas were not included in this figure. These unduplicated population figures were calculated individually by each state and may vary from sources (e.g. Census), that use standard methodology.

Twenty-six states and the District of Columbia provided the same figure for "Unduplicated Population of the Legal Service Areas" as they provided for reported "Population of the Legal Service Areas" because they do not have overlapping population in legal service areas. These twenty-six states were: Alabama, Alaska, Arizona, Arkansas, Delaware, Florida, Georgia, Hawaii, Illinois, Kentucky, Maryland, Minnesota, Missouri, Montana, Nevada, New Mexico, North Carolina, Ohio, Oregon, South Dakota, Texas, Utah, Virginia, Washington, Wisconsin, and Wyoming. All other states provided an unduplicated count that was different from the duplicated count for "Population of the Legal Service Areas". In one state, West Virginia, the reported "Unduplicated Population of Legal Service Areas" exceeds the calculated state total for "Population of Legal Service Areas". This is due to item nonresponse for public libraries, thus the duplicated count may not be complete.

For calculations involving "Population of Legal Service Areas" (per capita, per 1,000 population) an "Unduplicated Population of Legal Services Area" for each public library is available on the file. (See Record Layout for Public Library Data File, Fiscal Year 1992, "POPU_UNDUP"). This was derived by forming the ratio of the public library's duplicated "Population of Legal Service Area" count to the state's duplicated count and applying that ratio to the state's "Unduplicated Population of Legal Service Areas".

Additional Information

Additional information on public library statistics can be obtained by calling Carrol Kindel (202) 219-1371, Adrienne Chute (202) 219-1772, or Elaine Kroe (202) 219-1361, or by writing to them at Postsecondary Education Statistics Division, National Center for Education Statistics, 555 New Jersey Avenue NW, Washington, DC 20208-5652.

Acknowledgments

The collection and production of a census of this magnitude has been a team effort. It would not have been accomplished without the support of the following individuals and organizations: the local public librarians who provided the data; the FSCS State Data Coordinators, who coordinated the data at the state level; and the Chief Officers of State Library Agencies. Thanks also to present and past members of the FSCS Steering Committee which led the effort. They are: Darla Cottrill, State Library of Ohio; Keith Curry Lance, Colorado State Library; Mary Jo Lynch, American Library Association; Joseph Shubert, New York State Library; E. Walter Terrie, Florida State University; Jan Walsh, Washington State Library; Gerry Rowland, State Library of Iowa; Peggy Rudd, Virginia State Library & Archives; Diana Young, State Library of North Carolina; Alan Zimmerman, Wisconsin Department of Public Instruction; Carrol Kindel, NCES; Paul Planchon, NCES; John Lorenz, NCLIS; Peter Young, NCLIS; and Mary Alice Hedge Reszetar, NCLIS. Organizations that contributed to this effort include: the American Library Association (ALA); the Chief Officers of State Library Agencies (COSLA); and the National Commission on Libraries and Information Science (NCLIS). We also acknowledge the significant contributions of John Wunderly and Jeff Emery of Pinkerton Associates; Kim Miller and Barbara Whiteleather of NCLIS; Roslyn Korb, Susan Ahmed, Samuel Peng, Robert Burton, Edith McArthur, Mary Frase, Irene Harwarth, Frank Johnson and Suellen Mauchamer of NCES; Chris Dunn, Library Programs; and Cynthia Dorfman, Office of Educational Research and Improvement (OERI). Thanks to one and all for your enthusiastic support.

Appendix C-User Guidelines for Processing Public Libraries Survey Data, FY92

Background information on Public Libraries Survey

The Public Libraries Survey is conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System for Public Library Data (FSCS). The survey collects identifying information and basic data on public libraries and their outlets in the 50 States and the District of Columbia; identifying information on library entities that provide public library services but do not meet the definition of a public library, (i.e., state library agencies, and systems, federations, and cooperative services); selected data on state library outlets; and a few data items on characteristics of the state data submission.

The reporting unit for survey data is the *administrative entity*, defined as the public library, state library agency, system, federation, or cooperative service that is legally established under local or state law to provide public library service to a particular client group. The administrative entity may have a single outlet (for example, a public library with no branch outlet); multiple outlets; or it may be administrative only and have no public library service outlets (i.e., a system, federation, or cooperative service).

The data are collected on an electronic survey form called DECPLUS. Before mailout of the DECPLUS electronic survey, all data cells are initialized with "-2". DECPLUS does not permit a data file to be saved by a respondent if -2's remain in any data cells. On the final survey files, data fields with "-1" and blank data fields indicate nonresponse to the data item. Missing data are not imputed for this survey. A zero (0) response indicates the library, outlet, or other administrative entity had none of the item.

Five files were generated from the Public Libraries Survey for fiscal year 1991-92: 1) the Public Library Data File, which includes data for the universe of 8,946 public libraries identified by state library agencies; 2) the Public Library Outlet File, including 16,840 public library outlets (central/main, branches, and bookmobiles); 3) the Public Library State Summary/State Characteristics File, including data aggregated at the state level from the Public Library Data File; 4) the Administrative Entities Only/State Library File, including 165 state libraries and other administrative entities, and 5) the State Library Outlet File, including 14 state library outlets.

User Guidelines

dBASE III Import

The five survey files are all in the standard dBASE III data file format. To process and/or view the data the files can be imported into the application software of your choice.

Survey Files:

1) **Public Library Data File, FY92**

The Public Library Data File consists of data which were submitted by state library agencies in the 50 states and the District of Columbia. The individual public library records can be found in the PUBLIB92.DBF file. Each public library record represents a responding public library. The public library records are divided into 13 parts, each corresponding to a part of the DECPLUS data entry screen and the record layout: Identification, Population, Service Outlets, FTE Staff, Operating Income, Operating Expenditures, Capital Outlay, Library Collection, Public Service Hours, Library Services, Circulation, Interlibrary loans, Children's.

2) **Public Library Outlet File, FY92**

The Public Library Outlet File consists of data which were submitted by state library agencies in the 50 states and the District of Columbia. The individual public library outlet records can be found in the PLOUT92.DBF file.

3) **Public Library State Summary/State Characteristics File, FY92**

The Public Library State Summary/State Characteristics File contains two parts, state summary data and background information on characteristics of states' FSCS submissions. The state summary fields were created by summing the individual data fields for each state's final edited public library data and storing the sum(s) in the appropriate data field(s) in the record. The state characteristics fields provide background information on characteristics of states' FSCS submissions, including reporting period, population estimate, and unduplicated population of legal service areas. These fields contain final edited data for each of the 50 states and the District of Columbia. The state summary/state characteristics records can be found in the PLCHR92.DBF file.

4) **Administrative Entities Only/State Library File, FY92**

The Administrative Entities Only/State Library File consists of data which were submitted by state library agencies in the 50 states and the District of Columbia. The records can be found in the PLAOSL92.DBF file. Each record represents a responding library.

5) **State Library Outlet File, FY92**

The State Library Outlet File consists of data which were submitted by state library agencies in the 50 states and the District of Columbia. The individual public library outlet records can be found in the SLOUT92.DBF file.

Appendix D-List of Post Office State Codes and FIPS State Codes

State	Post office state code	FIPS state code
Alabama	AL	01
Alaska	AK	02
Arizona	AZ	04
Arkansas	AR	05
California	CA	06
Colorado	CO	08
Connecticut	CT	09
Delaware	DE	10
District of Columbia	DC	11
Florida	FL	12
Georgia	GA	13
Hawaii	HI	15
Idaho	ID	16
Illinois	IL	17
Indiana	IN	18
Iowa	IA	19
Kansas	KS	20
Kentucky	KY	21
Louisiana	LA	22
Maine	ME	23
Maryland	MD	24
Massachusetts	MA	25
Michigan	MI	26
Minnesota	MN	27
Mississippi	MS	28
Missouri	MO	29
Montana	MT	30
Nebraska	NE	31
Nevada	NV	32
New Hampshire	NH	33
New Jersey	NJ	34
New Mexico	NM	35
New York	NY	36
North Carolina	NC	37
North Dakota	ND	38
Ohio	OH	39
Oklahoma	OK	40
Oregon	OR	41
Pennsylvania	PA	42
Rhode Island	RI	44
South Carolina	SC	45
South Dakota	SD	46
Tennessee	TN	47
Texas	TX	48
Utah	UT	49
Vermont	VT	50
Virginia	VA	51
Washington	WA	53
West Virginia	WV	54
Wisconsin	WI	55
Wyoming	WY	56

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Appendix E-Data Error Messages and Historical Data Check Criteria

Note that this appendix applies primarily to error and warning messages generated during the data import error/warning check process. On-screen error/warning messages (those seen while entering data via DECPLUS' keyboard data entry option) are similar, but not identical. This is because, during keyboard data entry, the entry of a '-2' (i. e. leaving a data element blank) is not permitted. During data import, DECPLUS cannot force the user to enter valid data it can only warn the user about the 'blank data' condition. Thus the difference is that it is possible to *import* blank data, or '-2' with a warning, but during *keyboard data entry*, this is **not** possible. Either way, DECPLUS does not allow any data file to be submitted to NCES (option 'L Save File to Send to NCES') if there are any data elements that contain a '-2'.

NO.	ERROR MESSAGE	ERROR CONDITION(S)
00	No LIB ID# provided. DECPLUS will create one for you	This item has been left blank. DECPLUS will automatically assign a system generated LIB ID#.
01	Library NAME is blank	This item has been left blank or is -2.
02	ADDRESS or CITY is blank	One or both of these items has been left blank or is -2.
03	ZIP1 is blank or not valid	This item has been left blank, is -2, or is not a valid 5-digit number.
04	ZIP2 (ZIP+4) is blank or not valid	This item has been left blank, is -2, or is not a valid 4-digit number.
05	PHONE number is blank or not valid	This item has been left blank, is -2, or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is 0 or blank	This item has been left blank, is -2, or is 0.
07	No SERVICE OUTLETS are shown	The sum of CENTRALS, BRANCHES and BOOKMOBILES is 0.
08	Only one SERVICE OUTLET shown and it is not a CENTRAL	Only one service outlet is shown, and it is not a CENTRAL library.
09	ALA-MLS is blank	This item has been left blank or is -2.
10	TOTAL LIBRARIANS is blank	This item has been left blank or is -2.
11	OTHER PAID EMPLOYEES is blank	This item has been left blank or is -2.
12	TOTAL PAID EMPLOYEES is 0 or blank	This item has been left blank, is -2, or is 0.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS is greater than TOTAL LIBRARIANS.
14	LOCAL GOVERNMENT INCOME is blank	This item has been left blank or is -2.
15	STATE GOVERNMENT INCOME is blank	This item has been left blank or is -2.
16	FEDERAL GOVERNMENT INCOME is blank	This item has been left blank or is -2.
17	OTHER INCOME is blank	This item has been left blank or is -2.
18	TOTAL OPERATING INCOME is 0 or blank	This item has been left blank, is -2, or is 0. If any of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME is not equal to the sum of LOCAL GOVERNMENT, STATE GOVERNMENT, FEDERAL GOVERNMENT and OTHER INCOME.

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NO.	ERROR MESSAGE	ERROR CONDITION(S)
20	No longer used.	No longer used.
21	SALARIES & WAGES is blank	This item has been left blank or is -2.
22	EMPLOYEE BENEFITS is blank	This item has been left blank or is -2.
23	TOTAL STAFF EXPENDITURES is 0 or blank	This item has been left blank, is -2, or is 0. If either or both of the parts were entered, a total would have been automatically calculated.
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES is not equal to the sum of SALARIES & WAGES and EMPLOYEE BENEFITS.
25	COLLECTION EXPENDITURES is blank	This item has been left blank or is -2.
26	OTHER OPERATING EXPENDITURES is blank	This item has been left blank or is -2.
27	TOTAL OPERATING EXPENDITURES is 0 or blank	This item has been left blank, is -2, or is 0. If either of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES is not equal to the sum of TOTAL STAFF EXPENDITURES, COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES.
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXPENDITURES.
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES is less than 75% of TOTAL OPERATING INCOME.
31	CAPITAL OUTLAY is blank	This item has been left blank or is -2.
32	BOOK/SERIAL VOLUMES is 0 or blank	This item has been left blank, is -2, or is 0.
33	AUDIO materials is blank	This item has been left blank or is -2.
34	FILMS is blank	This item has been left blank or is -2.
35	VIDEO materials is blank	This item has been left blank or is -2.
36	Serial SUBSCRIPTIONS is blank	This item has been left blank or is -2.
37	Annual PUBLIC SERVICE HOURS is 0 or blank	This item has been left blank, is -2, or is 0.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average weekly PUBLIC SERVICE HOURS (i. e. Annual PUBLIC SERVICE HOURS divided by 52 to convert an annual to a weekly figure), then divided by the total number of outlets (the sum of CENTRAL libraries, BRANCH libraries and BOOKMOBILES) is less than 10.0.
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average weekly PUBLIC SERVICE HOURS (i. e. Annual PUBLIC SERVICE HOURS divided by 52 to convert an annual to a weekly figure), then divided by the total number of outlets (the sum of CENTRAL libraries, BRANCH libraries and BOOKMOBILES) is more than 75.0.
40	Annual ATTENDANCE in library is 0 or blank	This item has been left blank, is -2, or is 0.
41	Annual REFERENCE TRANSACTIONS is blank	This item has been left blank or is -2.

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NO.	ERROR MESSAGE	ERROR CONDITION(S)
42	Annual REFERENCE TRANS per annual ATTENDANCE is greater 1.0	Annual REFERENCE TRANSACTIONS per annual ATTENDANCE is greater than 1.0.
43	TOTAL CIRCULATION transactions is 0 or blank	This item has been left blank, is -2, or is 0.
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions per POPULATION of LEGAL SERVICE AREA is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions per POPULATION OF LEGAL SERVICE AREA is greater than 20.0.
46	TOTAL CIRCULATION trans per annual ATTENDANCE is less than 0.5	TOTAL CIRCULATION transactions per annual ATTENDANCE is less than 0.5.
47	TOTAL CIRCULATION trans per annual ATTENDANCE is greater than 6.0	TOTAL CIRCUI ATION transactions per annual ATTENDANCE is greater than 6.0.
48	Inter-library LOANS TO other libraries is blank	This item has been left blank or is -2.
49	Inter-library LOANS FROM other libraries is blank	This item has been left blank or is -2.
50	A negative number less than 2 is not acceptable	A numeric entry of less than 2 is not valid. As previously stated, 1 is used to denote not collected, not available or not reported, and 2 represents a blank entry.
51	An invalid number or character was used. The record was not imported!	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	Library SYSTEM RELATIONSHIP is blank or not valid.	This item has been left blank, is -2, or is not a valid code.
53	LEGAL BASIS is blank or not valid.	This item has been left blank, is -2, or is not a valid code.
54	COUNTY is blank.	This item has been left blank or is -2.
55	OUTLET TYPE is blank or not valid.	This item has been left blank, is -2, or is not a valid code.
56	Number of bookmobiles is 0 or blank.	This item has been left blank, is -2, or is 0.
57	Data out of range --> See Historical Data Check Criteria	The change in your data for a particular data element from last year to this year has been determined to be out of an acceptable range. See Appendix H, Historical Data Check Criteria, for more information.
58	METROPOLITAN STATUS is blank or not valid.	This item has been left blank, is -2, or is not a valid code.
59	ESTIMATED POPULATION is blank or not valid.	This item has been left blank or is not a valid code.

NO.	ERROR MESSAGE	ERROR CONDITION(S)
60 **	Invalid Structure Change, --> See Structure Change Error Messages	Because an invalid structure change was used, the record was canceled during import. Please correct the problem and re-import if necessary. Structure change errors are as follows: ** AA BB CC DD EE FF GG HH II JJ KK LL MM NN OO	**STRUCTURE CHANGE ERROR MESSAGES** Merge records canceled by user Deleted records could not be found to restore Restore administrative entity canceled by user. Change from outlet to administrative entity import record canceled by user Record canceled by user during import Add new outlet import record canceled by user Change from administrative entity to an outlet canceled by user Reconcile all outlets before administrative entity can change to a outlet User selected the same admin. entity for the new outlet as the record changing Reconcile all outlets before administrative entity can change to a outlet Restore outlet record canceled by user Cannot restore outlet, the administrative entity not found! Record canceled by user during import Outlet import record should be in the administrative entity import file Duplicate record, thus FSCS ID# has already been used

Appendix E-Historical Data Check Criteria

#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
08	Population of Legal Service Area	+25% to -10%
09	Centrals	±1
10	Branches	±2 **or** ±15%
11	Bookmobiles	±2 **or** ±15%
12	Other Outlets	±2 **or** ±30%
13	ALA-MLS	±2 **or** ±30%
14	Total Librarians	±2 **or** ±30%
15	Other Paid Employees	±2 **or** ±30%
16	TOTAL PAID EMPLOYEES	±2 **or** ±30%
17	Local Government	±$5,000 **or** +25% to -10%
18	State Government	±40%
19	Federal Government	No criterion
20	Other Income	No criterion
21	TOTAL INCOME	±$5,000 **or** +25% to -10%
22	Salary & Wages Exp	±$2,000 **or** ±20% **if** within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
23	Employee Benefits	±$1,000 **or** ±20% **if** within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
24	TOTAL STAFF EXP	±$2,000 **or** ±20% **if** within +0.5 to -0.5 FTE on Data Element #16. Otherwise, no criterion
25	Collection Exp	±$5,000 **or** +30% to -15%
26	Other Operating Exp	±$5,000 **or** +40% to -10%
27	TOTAL OPERATING EXP	±$5,000 **or** +30% to -10%
28	Capital Outlay	No criterion
29	Book/Serial Volume	±1,000 **or** +15% to -5%
30	Audio	±100 **or** +40% to -10%
31	Films	+15% to -30%
32	Video	±100 **or** +75% to -10%
33	Subscriptions	±20 **or** +30% to -10%
34	Unduplicated Hrs	No longer collected
35	Public Serv Hrs/Yr	No criterion
36	Attendance	No criterion

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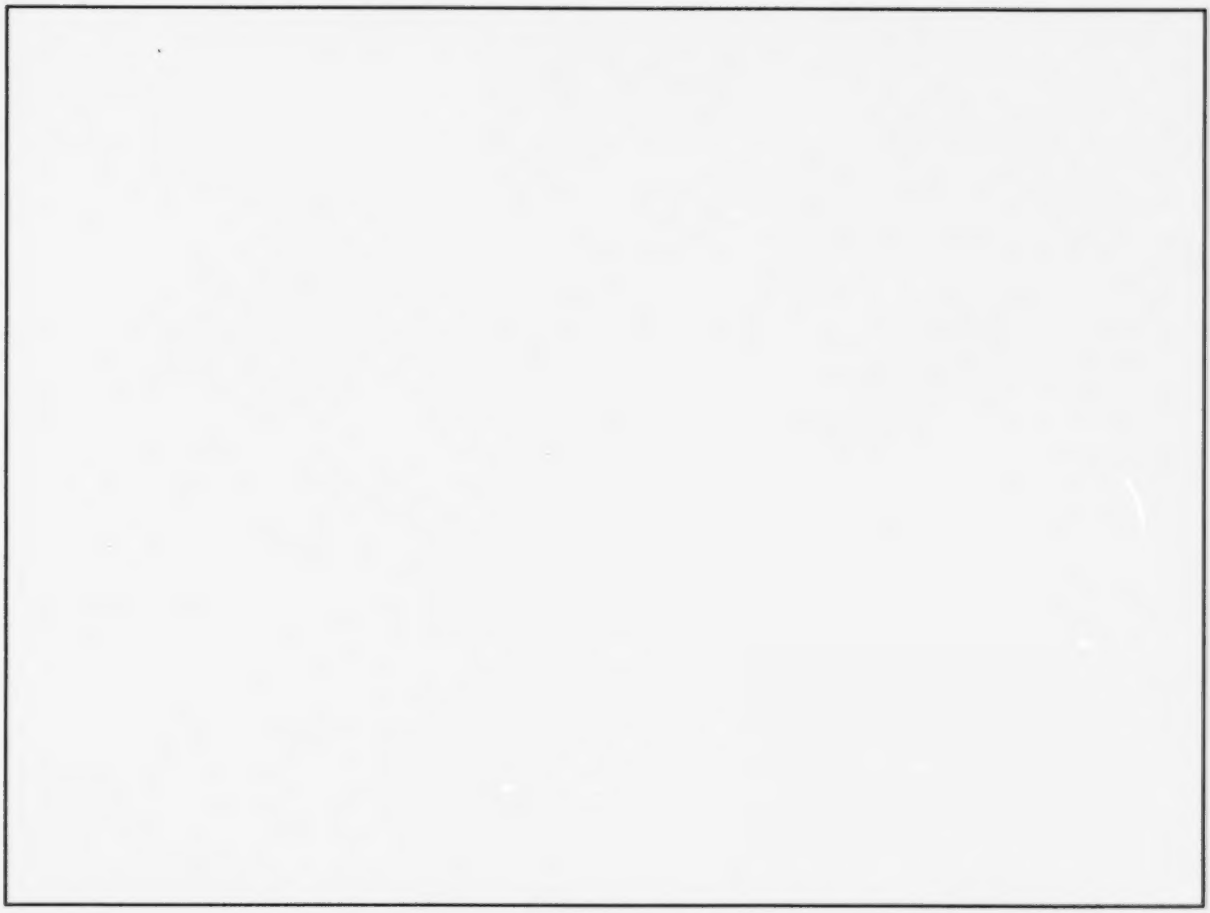
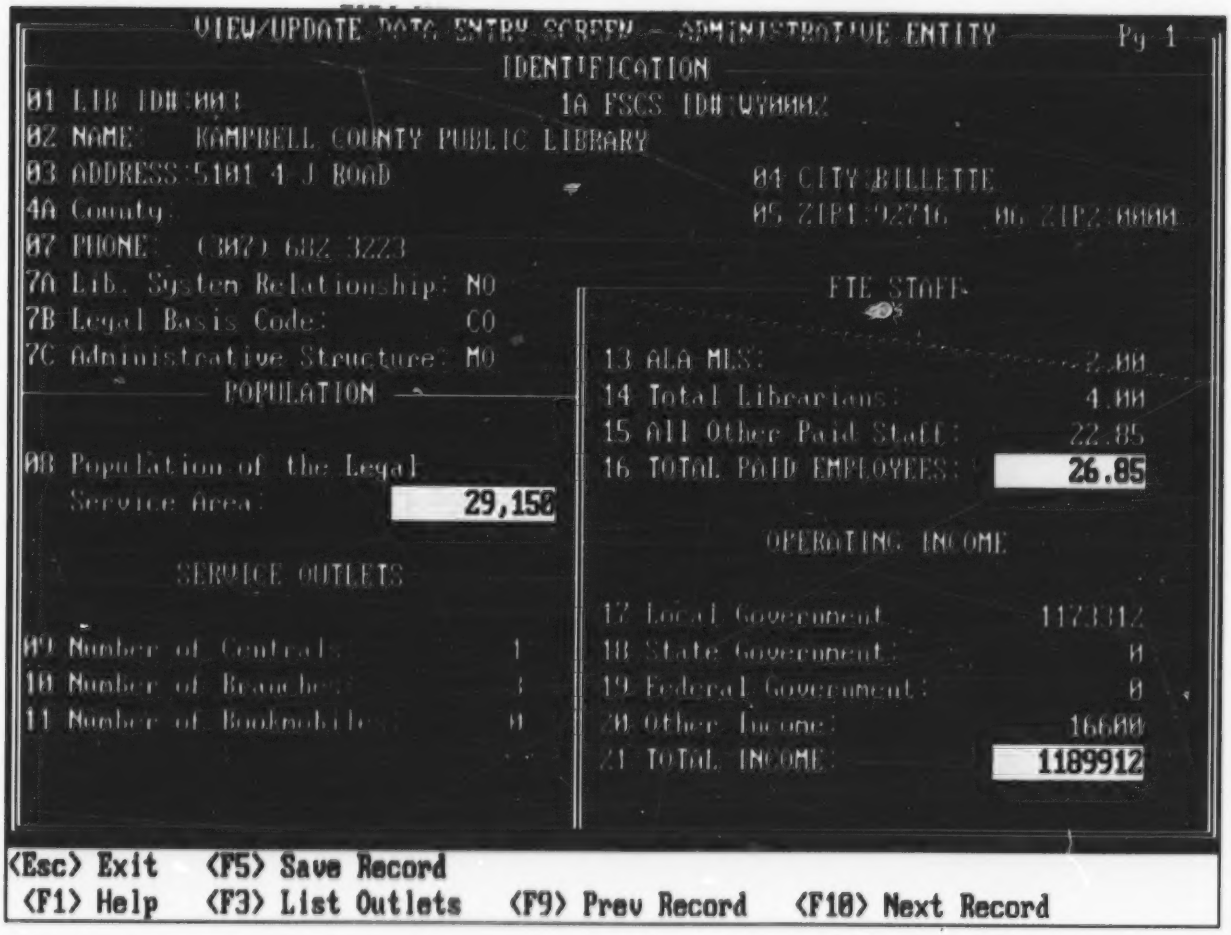
#	DATA ELEMENT	ACCEPTABLE RANGE (Inclusive)
37	In-library Use	No criterion
38	Reference Transactions	No criterion
39	Total Circulation	±5,000 **or** +25% to -10%
40	Loan To	No criterion
41	Loan From	No criterion

Appendix F-State Characteristics Data Entry Screen



Appendix F-Administrative Entity Data Entry Screen-Pg 1


VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY Pg 1
IDENTIFICATION
01 LIB ID#: 001
1A FSCS ID#: WY0002
02 NAME: CAMPBELL COUNTY PUBLIC LIBRARY
03 ADDRESS: 5101 4 J ROAD
04 CITY: GILLETTE
4A County:
05 ZIP1: 82716
06 ZIP2: 0000
07 PHONE: (307) 682 3223
7A Lib. System Relationship: NO
7B Legal Basis Code: CO
7C Administrative Structure: MO
POPULATION
08 Population of the Legal Service Area: 29,158
SERVICE OUTLETS
09 Number of Central: 1
10 Number of Branches: 3
11 Number of Bookmobile: 0
FTE STAFF
13 ALA MLS: 2.00
14 Total Librarians: 4.00
15 All Other Paid Staff: 22.85
16 TOTAL PAID EMPLOYEES: 26.85
OPERATING INCOME
17 Local Government: 1173312
18 State Government: 0
19 Federal Government: 0
20 Other Income: 16600
21 TOTAL INCOME: 1189912
<Esc> Exit <F5> Save Record
<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record

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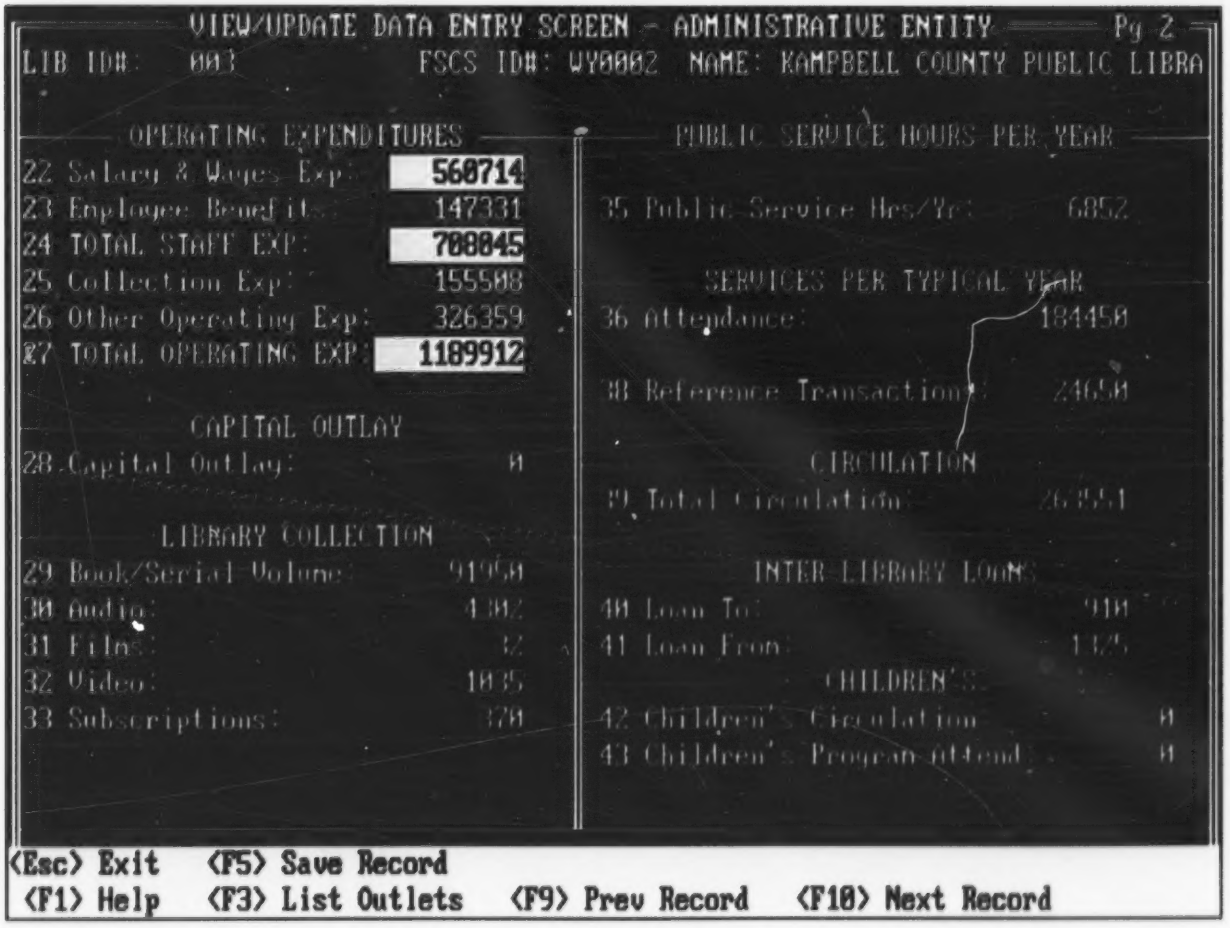
Appendix F-Administrative Entity Data Entry Screen-Pg 2


VIEW/UPDATE DATA ENTRY SCREEN - ADMINISTRATIVE ENTITY Pg 2
LIB ID#: 003 FSCS ID#: WY0002 NAME: KAMPBELL COUNTY PUBLIC LIBRA
OPERATING EXPENDITURES
22 Salary & Wages Exp: 560714
23 Employee Benefits: 147331
24 TOTAL STAFF EXP: 708045
25 Collection Exp: 155508
26 Other Operating Exp: 326359
27 TOTAL OPERATING EXP: 1189912
CAPITAL OUTLAY
28 Capital Outlay: 0
LIBRARY COLLECTION
29 Book/Serial Volume: 91950
30 Audio: 4302
31 Film: 82
32 Video: 1035
33 Subscriptions: 370
PUBLIC SERVICE HOURS PER YEAR
35 Public Service Hrs/Yr: 6852
SERVICES PER TYPICAL YEAR
36 Attendance: 184450
38 Reference Transactions: 24650
CIRCULATION
39 Total Circulation: 263551
INTER LIBRARY LOANS
40 Loan To: 910
41 Loan From: 1175
CHILDREN'S
42 Children's Circulation 0
43 Children's Program Attend 0
<Esc> Exit <F5> Save Record
<F1> Help <F3> List Outlets <F9> Prev Record <F10> Next Record

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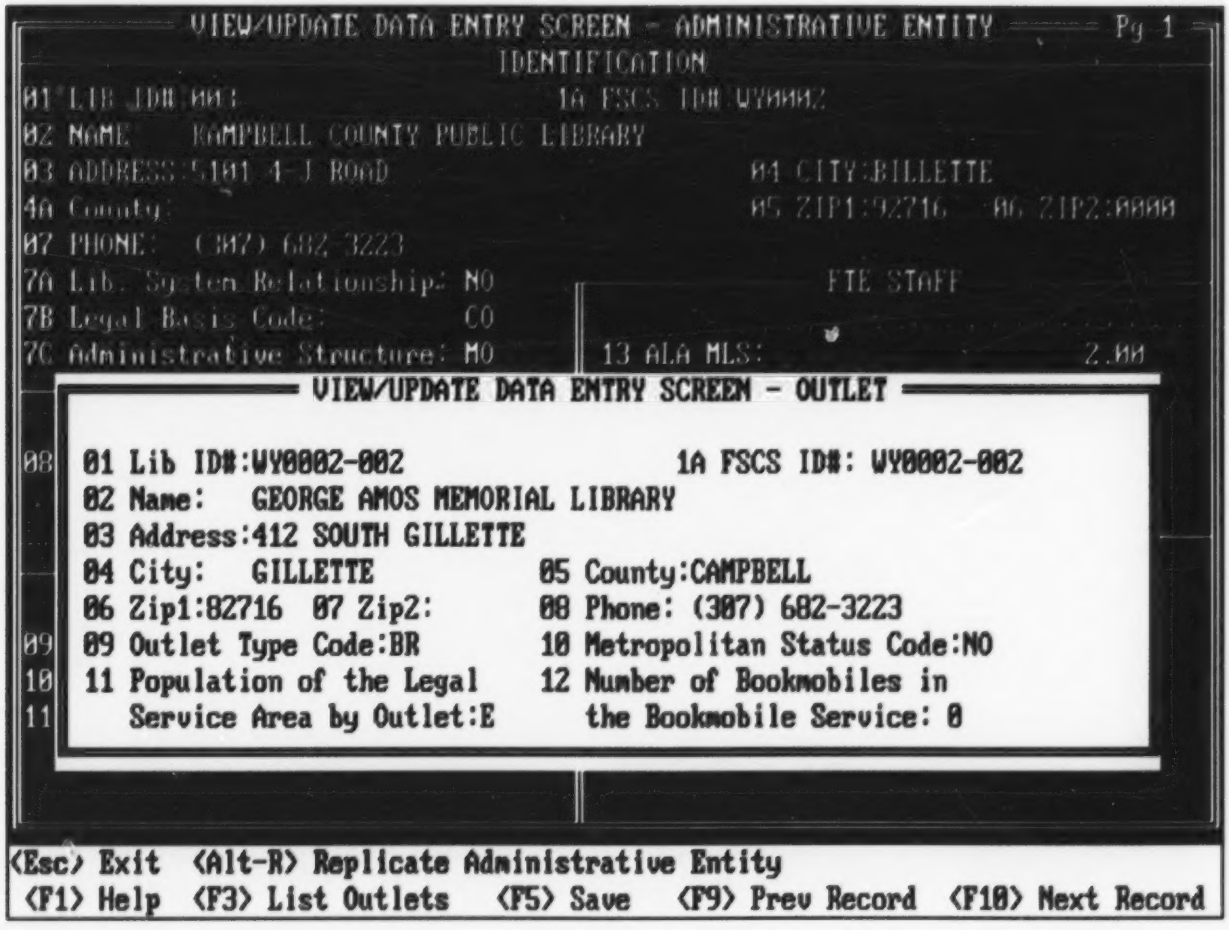
Appendix F-Outlet Data Entry Screen



ppendix F-State Characteristics Data Element Definitions and Instructions, Fiscal Year 1992

e notes at end of data element definitions and instructions.

Data element number	Data element	Definitions and instructions
01	State	Two-letter state abbreviation automatically assigned by DECPLUS. See Appendix D for list of State Codes.
02	FSCS Submission Year	Submission year of public library data to the National Center for Education Statistics (NCES) under the Federal-State Cooperative System (FSCS). Automatically assigned by DECPLUS.
03	Reporting Period Starting Date	Earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for a 12-month period whose fiscal year ended in 1992. If data are collected for several local reporting periods, provide the earliest starting date.
04	Reporting Period Ending Date	Latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES. Note: Reporting period means data for a 12-month period whose fiscal year ended in 1992. If data are collected for several local reporting periods, provide the latest ending date.
05	Official State Total Population Estimate	Most recent official total population figure for the state that matches the local population figures submitted to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official sources.
05A	Total Unduplicated Population of Legal Service Areas	Total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure. Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by DECPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the DECPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by DECPLUS. For states which do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately. Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

OTES:

"Data Element Number" is the number of the data item in DECPLUS, the electronic survey and source of the raw data.

"Data element" is the name of the data item in DECPLUS.

Appendix F-Administrative Entity Data Element Definitions and Instructions, Fiscal Year 1992

See notes at end of data element definitions and instructions.

Data element number	Data element	Definitions and instructions
01	LIB ID#	Administrative Entity identification number. This number is assigned by the state; however, if a number is not assigned by the state, NCES assigns the FSCS ID# to this field.
1A	FSCS ID#	NCES-assigned number for the administrative entity.
02	Name	Name of administrative entity. Note: Provide the name of the public library. If the administrative entity is a state library agency or a system (federation), provide its name.
03	Address	Complete street address of administrative entity. Note: If there is not a street address, reporr the mailing address.
04	City	City or town of administrative entity.
4A	County of the Entity	County in which administrative entity is located.
05	Zip1	Standard five-digit postal zip code for the street address or mailing address of the administrative entity.
06	Zip2	Four-digit postal zip code extension for the street address or mailing address of the administrative entity.
07	Phone	Telephone number of administrative entity, including area code.
7A	Library System Relationship Code	Select one of the following: HQ - Headquarters of a system (federation). The library or entity that provides the physical space and staff who manage, coordinate, or administer the cooperative programs of the system (federation). NO - Not part of a system (federation). SP - System (federation) member that receives and provides system services. A group of autonomous library entities joined together by formal or informal agreements to perform various services cooperatively such as resource sharing, communications, etc. Includes multitype library systems (federations). Does not include a multiple outlet administrative entity. See definition for "MA - Multiple Outlet Administrative Entity (is not an outlet)" under Administrative Structure Code (data element 7C). SR - System (federation) member that receives system services. OT - Other.
7B	Legal Basis Code	The type of local government structure within which the administrative entity functions. Note: For combined libraries (i.e., combined school/ public libraries or academic/public libraries), use the SP or AP codes listed below instead of the other legal basis codes. Select one of the following:

Data element number	Data element	Definitions and instructions
		CI - Municipal government (city, town, or village). An organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.
7B	Legal Basis Code--continued from previous page	CO - County/Parish. An organized local government authorized in a state's constitution and statutes and established to provide general government. MJ - Multi-jurisdictional. An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library with contracts to serve other jurisdictions and from special library districts. NP - Non-profit Association or Agency. Privately controlled but meeting the statutory definition of a public library in a given state. Includes association libraries. SC - School District. An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments. SL - State Library Agency. That agency within each of the states and territories which administers the Federal Library Services and Construction Act funds and which is authorized by a state to develop library services in the state. It may also provide direct services to the public. SD - Special Library District (authority, board, commission). A district, authority, board, or commission authorized by state law to provide library services. SP - Combined School Media Center/Public Library. A library serving as both a school media center and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions. AP - Combined Academic/Public Library. A library serving as both a college or university library and public library which is governed, funded, and operated by one or more legally constituted administrative jurisdictions. UK - Unknown.
7C	Administrative Structure Code	Identifies an autonomous library entity that has its own governance and funding. Select one of the following: SO - Single Outlet Administrative Entity. A library entity that serves the public directly with one building, bookmobile, or books by mail. MO - Multiple Outlet Administrative Entiy (is an outlet). A library entity that serves the public directly with more than one service outlet (branch and/or bookmobile). MA - Multiple Outlet Administrative Entity (is not an outlet). A library entity that serves the public directly with more than one service outlet (branch and/or bookmobile). The offices are separate and do not provide direct library services. AO - Administrative Entity Only. A library entity that does not serve the public directly (i.e., no outlets) but may provide staff, materials, and services to other libraries; may receive and spend funds on behalf of other libraries; or may contract with other libraries to provide various library services. Examples are: federated or cooperative

Data element number	Data element	Definitions and instructions
		System Headquarters and county administrative entities.
08	Population of the Legal Service Area	The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider. Note: The determination of this population figure is the responsibility of the State Library Agency. This population figure should be based on the most recent official state population figures available from the State Data Center for jusisdictions in your state. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources. For administrative entities that do not serve the public directly and have no outlets (e.g., federation or cooperative headquarters), this number shall be zero.
		SERVICE OUTLETS
09	Number of Central Libraries	(Also called main library). The single unit library (SO) or the unit of a "multiple outlet administrative entity (is an outlet)" where the principal collection is maintained. Note: Some county, multi-county, and regional libraries may not have a central library. Some libraries may have a separate administrative office that is not open to the public. These are not reported here.
10	Number of Branch Libraries	An auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff, and 4) regularly scheduled hours for being open to the public.
11	Number of Bookmobiles	A traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff, and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count vehicles in use, not the number of stops the vehicle makes.
12	No longer collected	
		PAID STAFF (FULL-TIME EQUIVALENT) Note: Report figures as of the last day of the fiscal year. Include unfilled but budgeted positions. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE) for the Federal-State Cooperative System for Public Library Data.
13	ALA-MLS	Librarians with master's degrees from graduate library education programs accredited by the American Library Association.
14	Total Librarians	Persons who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechnical or clerical aspect.

Data element number	Data element	Definitions and instructions
		This data element also includes ALA-MLS (data element 13).
15	All Other Paid Staff	All other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
16	Total Paid Employees	The sum of total librarians (data element 14) and all other paid staff (data element 15).
		OPERATING INCOME Note: Report income used for operating expenditures as defined below. Include federal, state, or other grants other than those for major capital expenditures. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year.
17	Local Government	Include all tax and non-tax receipts designated by the community, district, or region of the public library and available for expenditure by the public library. It does not include the value of any contributed or in-kind services nor the value of any gifts and donations, fines, or fees.
18	State Government	All funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.
19	Federal Government	Includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.
20	Other Income	All income other than that reported in data elements 17, 18, and 19. Include, for example, gifts and donations received in the current year, interest, library fines, and fees for library services. Exclude the value of any contributed services or the value of "in-kind" gifts and donations.
21	Total Income	Includes income from the local government, the State government, the federal government, and all other income (data elements 17 through 20).
		OPERATING EXPENDITURES Note: Operating expenditures are the current and recurrent costs necessary to the provision of library services.
22	Salaries & Wages Expenditures	The salaries and wages for all library staff, including plant operation, security, and maintenance staff for the fiscal year. Include salaries and wages before deductions but exclude "employee benefits".
23	Employee Benefits	Benefits outside of salaries and wages paid and accruing to employees, including plant operations, security, and maintenance staff, regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the reporting unit for direct, paid employee benefits, including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. Only that part of any employee benefits paid out of the public library budget should be reported.
24	Total Staff Expenditures	Includes salaries and wages (data element 22) and employee benefits (data element 23).
25	Collection Expenditures	Includes all expenditures for materials purchased or leased for use by the public. Includes print materials, microforms, machine-readable materials, audiovisual materials, etc.
26	Other Operating Expenditures	Includes all expenditures other than those reported for staff (data element 24) and collection (data element 25).

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Data element number	Data element	Definitions and instructions
		Note: Include here expenses such as binding, supplies, repair, or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of the physical facility.
27	Total Operating Expenditures	Includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements 24, 25, and 26).
		CAPITAL OUTLAY
28	Capital Outlay	Funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. Excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense, regardless of the examples in the definitions.
		LIBRARY COLLECTION Note: Report physical units for items 29-33. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit, e.g., two compact discs, two films, or two video cassettes, and which are generally checked out as a unit, should be counted as one physical unit.
29	Book/Serial Volume	Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length found in hard or soft covers. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume.
30	Audio	Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
31	Films	The term film is used interchangeably with "motion picture" which is a length of film, with or without recorded sound, bearing a sequence of still images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and in a variety of forms (cartridge, cassette, loop, and reel).
32	Video	Materials on which pictures, sound, or both are recorded. Electronic playback reproduces pictures, sound, or both using a television receiver or monitor.
33	Subscriptions	Include subscriptions received, both purchased and as gifts. The count does not include the number of individual issues, but rather, each serial title. The total number of subscriptions in the library system, including duplicates, is included.

Data element number	Data element	Definitions and instructions
34	No longer collected.	
		PUBLIC SERVICE HOURS
35	Public Service Hours Per Year	The sum of annual public service hours for outlets. Note: Include centrals (data element 9), branches (data element 10), and bookmobiles (data element 11). For bookmobiles, report only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included.
		LIBRARY SERVICES Note: If annual counts are available for data elements 36 and 38, please report them. Otherwise, provide annual estimates based on a count taken during a typical week in October, and then multiply that number by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, and days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.
36	Attendance	The total number of persons per year entering the library, including persons attending activities, meetings, and those persons requiring no staff services.
37	No longer collected	
38	Reference Transactions	An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other holdings, records, and through communication or referral, other libraries and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction. Note: It is essential that libraries do not include directional transactions in the reporting of reference transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs but does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction for locating within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographical nature with machines.
		CIRCULATION
39	Total circulation	Transactions that involve lending an item from the library's collection or borrowed from another library for use generally (although not always) outside the library. This activity includes charging materials manually or electronically. Each renewal is also reported as a circulation transaction. These data are reported as annual figures. Note: This count should not include items checked out to another library, i.e., interlibrary

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Data element number	Data element	Definitions and instructions
		loans.
		INTER-LIBRARY LOANS
40	Loan To	Library materials, or copies of the materials, lent by one library to another upon request. The libraries involved in inter-library loans are not under the same library administration. These data are reported as annual figures.
41	Loan From	Library materials, or copies of the materials, borrowed by one library from another library upon request. The libraries involved in inter-library loans are not under the same library administration. These data are reported as annual figures.
		CIRCULATION OF CHILDREN'S MATERIALS AND CHILDREN'S PROGRAM ATTENDANCE
42	Circulation of Children's Materials	The total circulation of all children's materials in all formats to all users. Includes renewals.
43	Children's Program Attendance	The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children. Note: Output Measures for Public Library Service to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

NOTES:

1. "Data Element Number" is the number of the data item in DECPLUS, the electronic survey.
2. "Data element" is the name of the data item in DECPLUS.
3. Public Library. Definition: A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region. A public library is an entity that provides at least the following: 1) an organized collection of printed or other library materials, or a combination thereof; 2) a paid staff to provide and interpret such materials as required to meet the informational, cultural, recreational, and/or educational needs of a clientele; 3) an established schedule in which services of the staff are available to clientele; and 4) the facilities necessary to support such a collection, staff, and schedule. Note: State law determines whether an entity is a public library.

See notes at end of data element definitions and instructions.

Data element number	Data element	Definitions and instructions
01	LIB ID#	Outlet identification number. This number is assigned by the state; however, if a number is not assigned by the state, NCES assigns the FSCS ID# to this field.
01A	FSCS ID#	Number assigned by National Center for Education Statistics (NCES). Outlets of an administrative entity have the same FSCS identification number as the administrative entity, plus a unique three-digit suffix identifying the outlet.
02	Name	Name of outlet.
03	Address	Complete street address of outlet. Note: If there is no street address, report the mailing address.
04	City	City or town of outlet.
05	County	County in which outlet is located.
06	Zip1	Standard five-digit postal zip code for the street address or mailing address of outlet.
07	Zip2	Four-digit postal zip code extension for the street address or mailing address of outlet.
08	Phone	Telephone number of outlet, including area code. Note: Report telephone number without spacing or punctuation.
09	Outlet Type Code	An outlet is a unit of an administrative entity that provides direct public library service. Select one of the following: BR - Branch Library. An auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public. BS - Bookmobile Service. An auxiliary public service unit consisting of one or more bookmobiles. A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. CE - Central Library (also called Main Library). The single unit library (SO) or the unit of a "multiple outlet administrative entity (is an outlet)" (MO) where the principal collection is maintained. Note: Some county, multi-county, and regional libraries may not have a central library. Some libraries may have a separate administrative office that is not open to the public. These are not reported here.

Data element number	Data element	Definitions and instructions
10	Metropolitan Status Code	Select one of the following: CC - Within the city limits of the central city of a Metropolitan Area. The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary. NC - Metropolitan Area, but not within central city limits. A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties. NO - Not in a Metropolitan Area. UK - Unknown
11	Population of the Legal Service Area by Outlet	The estimate of the portion of the legal service area population targeted for services by the outlet. Select one of the following ranges: A - 1-999 B - 1,000 - 2,499 C - 2,500 - 4,999 D - 5,000 - 9,999 E - 10,000 - 24,999 F - 25,000 - 49,999 G - 50,000 - 99,999 H - 100,000 - 249,999 I - 250,000 - 499,999 J - 500,000 or more U - Unknown
12	Number of Bookmobiles in the Bookmobile Service	Number of bookmobiles used in each bookmobile service. Note: A bookmobile service is an auxiliary public service unit consisting of one or more bookmobiles. A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes. Note: This data element is completed only if the outlet has a bookmobile service. If the outlet has more than one bookmobile service, provide the number of bookmobiles in each.

Notes:
1. "Data Element Number is the number of the data item in DECPLUS, the electronic survey.
2. "Data element" is the name of the data item in DECPLUS.

NATIONAL CENTER FOR EDUCATION STATISTICS

Announcement **August 1994**

Public Libraries Survey 1992: Release of Report and Data Files

Contact:
National Data
Resource Center
(703) 845-3151

Public libraries reported that nearly 79 percent of 1992 total operating income came from local sources, 12 percent from the state, 1 percent from federal sources, and more than 8 percent from other sources. Nearly 71 percent of legally served areas in the United States were served by 957 (nearly 11 percent) public libraries. The total nationwide circulation of library materials in 1992 was over 1.5 billion.

These are among the many facts in the latest report on public libraries, ***Public Libraries in the United States: 1992,*** published by the U.S. Department of Education's National Center for Education Statistics. The report contains information on over 8,900 public libraries in the 50 states and the District of Columbia. Also included are 35 tables with state and national totals.

The recently released data files for the Public Libraries Survey 1992 are the source for this report. The Public Libraries Survey is conducted annually by the National Center for Education Statistics through the Federal-State Cooperative System for Public Library Data. The data files contain 11 identifying items and 33 basic data items on public libraries. The basic data items include population of legal service area, number of full-time equivalent staff, number of outlets, size of collection, operating income and expenditures, capital outlay, and annual counts of circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, and children's program attendance. The survey also collects 12 data items on each public library outlet and 11 identifying items on state library agencies, and some federations, systems, and cooperatives.

The report and the data files are available in several formats and from several sources:

- **Internet.** The report and the data files are available on Internet. To reach the U.S. Department of Education/OERI Gopher Server, point to <gopher.ed.gov>, and follow this menu path:

  Select Educational Research, Improvement, and Statistics (OERI & NCES)/
  Then select National Center for Education Statistics (NCES)/
  Followed by Library Statistics Program/
  Then select Surveys and Studies/
  Followed by Public Library Statistics

  The data files and the report are each preceded by an accompanying descriptive readme file. Each readme file, the report, and the data files may be downloaded.

  - To see the readme file describing the report, download About--Public Libraries in the United States: 1992.
  - To see the report, download Public Libraries in the United States: 1992 (zip) <PC Bin>
  - To see the readme file describing the data files, download About--Public Libraries Survey, FY 1992.
  - To see the data files, download Public Libraries Survey, FY 1992 (zip) <PC Bin>

U.S. Department of Education
Office of Educational Research and Improvement **NCES 94-030a**

Note: The report and the data files have been compressed on Internet using a software program called pkzip. If you do not have this program, you can "unzip" these files using pkunzip (ver. 204g). This is available on the Department's gopher server under the main menu.

About this Gopher/
ED Utilities for Files on This Gopher/
(Platform Specific Directions)

The Department's gopher server will not download the extension: ".zip." After you have downloaded the files, you will need to rename the files with the correct extension (zip).

- **Government Printing Office (GPO).** Copies of the report (available now) and the data files (available early September on computer diskettes) can be purchased from New Orders, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250–7954. You may place credit card orders by fax at (202) 512–2250. Call the GPO Order Desk at (202) 512–1800 for additional ordering information or to place your order by telephone.
- **National Data Resource Center (NDRC).** If you provide two DOS formatted high density 3.5 diskettes and a self-addressed diskette mailer, the NDRC will provide you the data files free of charge. The NDRC also responds to requests for tabulations and limited analysis on the Public Library Survey data files and other NCES studies and surveys. See below for ways to contact the NDRC.

For more information:

For more information about obtaining the report and data files through Internet, GPO, or NDRC, contact the **National Data Resource Center**. Send your request by Internet to: ndrc@pcci.com; or send a fax to (703) 820–7465; or write to NDRC at 1900 Beauregard Street, Suite 200, Alexandria, VA 22311; or call (703) 845–3151.